

Indicating Performance Objectives have been Communicated to the Employee

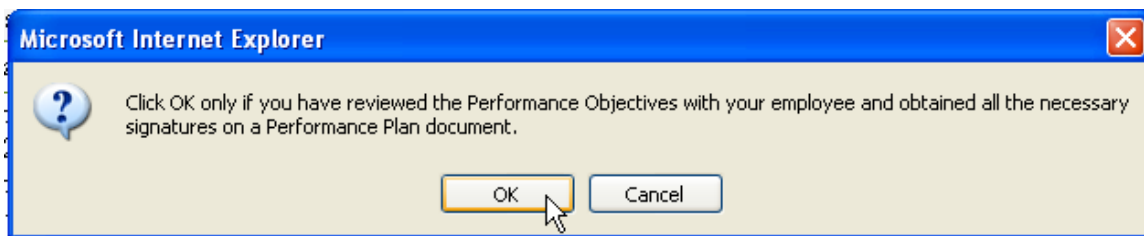
Once the Rater is finished entering all performance objectives for each of the employee's performance components, the Rater will print the Performance Plan for the employee and obtain all the necessary signatures.

However, the objectives (Performance Plans) are not complete until the Rater has indicated in the PERforM system that the Performance Plan has been reviewed with the Employee.

All **Annual** Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? ☐ Yes ☒ No

The Objectives reviewed box on the Develop/Update Performance Objectives screen is outlined in red until the radio button is switched to 'Yes' by the Rater, indicating the objectives have been reviewed with the employee.

Before the 'Yes' button can be selected, the Rater is always reminded that the Performance Plan must be reviewed with the employee and must have the necessary signatures.



All **Annual** Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? ☒ Yes ☐ No

Once this process has occurred, the Rater will select 'Yes' and the red outline around the radio buttons will disappear.

NOTE: If at anytime the Rater modifies the employee's Performance Objectives, the radio button will automatically switch from 'Yes' to 'No' and the red outline will reappear. This will indicate the Rater must repeat the review process. This includes the printing of a new Performance Plan document, reviewing the objectives with the employee and obtaining the necessary signatures on the Performance Plan document.

What status is the *Appraisal* after this step has been completed?

There is no appraisal status after this step has been completed because the Rater has not created/started an appraisal. The Rater has only created a set of objectives which an appraisal will be based upon. Selecting the 'Yes' button does not initiate an appraisal. The Rater must go to the Performance Appraisal functionality on his or her Home Page in PERforM to initiate an appraisal for each employee.